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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

DATE: 8 January 1957

FROM : [REDACTED]

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SUBJECT: Weekly Activities Report  
1 January - 7 January 1957

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I. SIGNIFICANT ITEMS

1. Writing Workshop #11 started on Monday, 7 January, with [REDACTED] students. The class has been split into two sections of [REDACTED] each; one under [REDACTED] meeting on Tuesdays and Thursdays and one under [REDACTED] on Wednesdays and Fridays.

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II. OTHER ACTIVITIES

1. In addition to his regular duties as an instructor in the ITC and the Writing Workshop, [REDACTED] is serving as an instructor in the IO #5.

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2. [REDACTED] OO/C, and [REDACTED] met on Friday to discuss the February OO/C Refresher Course with [REDACTED]. The date, 4-13 February, was confirmed and a tentative schedule agreed upon. As suggested in the previous course, experienced field personnel will lead seminars in discussing exploitation of [REDACTED]. The course will again be held at 1717 H Street.

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3. An interim report on the new Map Course is offered by [REDACTED]. Materials for use during the course are now pouring in by each mail delivery; only a cool head and a tight organizational plan will maintain order. Statistics show, for example, that:

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over 40 wall maps will be displayed during the various sessions;

75 separate map sheets will be required for class exercises;

15 student portfolios and an equal number of student notebooks;

15 training boards for class map work;

30 sheets of acetate for overlays

45 sheets of zippatone for overlays

60 colored grease pencils

8 items of demonstration equipment, including, naturally, a globe;

35 items for blanket board use.

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[ ] believes the course will be the best advertised of any now being given in OTR. Reason: five unclassified films will be shown in the non-soundproof classroom thereby forcibly alerting to the business in hand, not only all members of the Intelligence School staff but also all customers and help in the R&S Cafeteria located directly below. He foresees a decline in personal popularity.

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III. PERSONNEL NOTES

Nothing to report.



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